

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2005-2006 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

MIDWEST LIFE ENHANCEMENT SERVICES

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Satisfactory	Lesson matches original description	Satisfactory	Criminal Background Checks	In Compliance
Recruiting Materials	Satisfactory	Instruction is clear	Satisfactory	Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate	Satisfactory	Financial viability	In Compliance
Progress Reporting	Satisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 3:1	Satisfactory		

ACTION NEEDED: NONE

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: MIDWEST LIFE ENHANCEMENT SERVICES

SITE: Korean Presbyterian Church

DATE OF SITE VISIT: 3/23/06

DATE DOCUMENTATION RECEIVED: 3/23/06

REVIEWER: ST/MC

Providers will be required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence will result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component will be required to address deficiencies within 30 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	U	S	COMMENTS
Tutor qualifications	TWO of the following: -Tutor resumes (all tutors) -Tutor evaluations (all tutors) -Recruiting policy for tutors -Sample tutor contract (one copy)	Tutor resumes Tutor contract		X	Tutor resumes match qualifications listed in provider application.
Recruiting materials	TWO of the following: -Recruitment flyers -Incentives policy -Program description for parents -Advertising materials	Recruitment flyer Brochure		X	For the most part, recruiting materials are in line with provider's original application. However, no computer-based instruction or performance arts component was observed during the monitoring visit.
Academic Program	TWO of the following: -Lesson plan -Detailed lesson description -Specific connections to Indiana academic standards -Description of connections to curriculum of EACH district the provider works with.	Lesson plan Lessons connect to Indiana academic standards		X	Lesson lists connection to IN academic standards and includes directions for instructor, and details regarding the skills student will gain upon completing the lesson. Lessons submitted generally matches observed lesson.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	Sample Progress Report Progress report timeline		X	Reports sent monthly. Progress reports address IN standards, instructional strategies used and students' progress on each standard.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: MIDWEST LIFE ENHANCEMENT SERVICES
SITE: Korean Presbyterian Church
TUTOR'S INITIALS (ALL TUTORS OBSERVED): Variety of Rms, EB, RH, Ms. H.
NUMBER OF LESSONS OBSERVED: 3

DATE: March 23, 2006
REVIEWER: ST/MC
TIME OF OBSERVATION: 4:15-5:30pm

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Providers receiving a “U” in any component will be required to address deficiencies within 30 calendar days of receiving their final report. Failure to address deficiencies will result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	X		Lessons were lead in 3 separate rooms based on age level and subjects. In one room, students worked individually on math assignments with assistance from their instructor when necessary. In a second room, students worked in a small group with the assistance of their instructor on deciphering word meaning using context clues (reading activity). In a third room, a student worked directly with the instructor on practicing work pronunciation while 2 other students completed assessment tests. For the most part, observed lessons were in line with provider's original application. However, no computer-based instruction or performance arts component was observed during the monitoring visit
Instruction is clear	X		Students typically understood directions, however, personal attention was given to students when this was not the case. Instruction was age-appropriate. Students seemed to enjoy the lessons.
Time on task is appropriate	X		Students stayed on task. Even when they worked independently, students focused on completing their assignments and did not have to be redirected to stay on task.
Instructor is appropriately knowledgeable	X		Instructors seemed skilled at teaching concepts and were able to modify their instructional style based on students' ability levels.
	X		Observed students working in small groups with student/teacher ratio of about 3:1. Small groups observed match description in provider application. Observed ratio was less than the 5:1 ratio listed in provider

Student/instructor ratio: about 3:1			application.
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On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: MIDWEST LIFE ENHANCEMENT SERVICES
SITE: Korean Presbyterian Church
DATE OF SITE VISIT: 3/23/06

DATE DOCUMENTATION RECEIVED: 3/23/06
REVIEWER: ST/MC

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Upon IDOE request, selected documentation listed for each component must be submitted as part of the site visit monitoring. The contact person listed for each provider will be contacted for the required information and will be informed which documents, policies, or descriptions will be required for the compliance components. Documentation may be submitted by the company or organization head, an on-site representative, or any other authorized representative appointed by the organization. Documentation must be submitted during the IDOE site visit or within seven (7) calendar days after the site visit.

Failure to submit compliance documentation will result in removal from the state-approved provider list.

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider will be contacted and will be required to develop and submit a corrective action plan for getting into compliance within 30 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider will be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	Background checks	X	
Health and safety laws and regulations	TWO of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Student release policies -Transportation policies (as applicable)	Fire evacuation plans Transportation policy Student release policy	X	
	TWO of the following: -Notarized business license or formal documentation of legal status	Articles of Incorporation Financial Statements Proof of life insurance	X	

Financial viability	-Audited financial statements -Tax return for the past two years			
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